Kentucky Forms Management

OneForm Features for End-Users

OneForm is a versatile package, with advanced capabilities that extend into the Internet and the World Wide Web. The OneForm method features ease of use, a common platform, and extremely liberal system requirements. For all versions of OneForm currently available, the system requirements are smaller than those of the operating system they are running OneForm on! This means that all the OneForm user really needs is a laser printer, should they wish to print out the forms.

The OneForm software is also easy to use. For I-forms one just needs to double-click the form's htm on the I-form library page. For E-forms, once the prep package is installed, the user simply has to download the form from the E-form library. OneForm's robust interface automates the rest of the process, and the next step is in the hands of the user. Options include:

- I-Forms (Internet-based handling of forms)
- E-Forms (kept locally on the user's machine)
- Hardcopy (user prints out/mails the form)

I-Forms are forms that the user has completed online. I-Forms can be completed online using the Internet to submit them, filled out and e-mailed to another OneForm user as an attachment in the e-mail, or printed out. The I-Forms method is usually best when the user has a form that is seldom-used, or for one-time use.

E-Forms are forms that the user downloads to their machine and stores locally on their hard drive. E-Forms may be arranged on the user's machine with their own individual icons. The advantage to this is that, whenever the user needs the form, they can simply double-click on the icon and start filling out the form. The E-Forms considered best when the user has one or more forms that they access frequently or print in large quantities. This option is also ideal for users with slow or unreliable Internet connections. It also provides a solution to persons with a computer but without access to the Internet.

Hardcopy refers to a method of electronically accessing the form as an I-form and then printing the form as a blank form, to be filled out by hand or using a typewriter. This last option allows a Form user to provide forms to all his or her employees, and is ideal for persons who need to fill out the form but do not have a computer, or their computer is not capable of running OneForm software (such as a 286, Macintosh, Unix, etc.)

Features:

- **Executable Standalone Diskettes:** E-forms can be placed on diskettes and downloaded to a PC that does not have Internet access. Please e-mail us for additional information on E-forms on executable discs.
- **E-mail Capabilities:** Forms may be sent to someone via e-mail as long as the receipent has the OneForm prep package and the form downloaded onto their PC.
- **Clear Form Feature:** A form can be completed and the data saved to your hard drive or disc. Once you have saved the data, you can click on "clear" and the data clears from the form and you are ready to start over. No need to reload the form.
- **Constant Availability:** No more downtime because you have depleted your supply of the form. It is always available on your PC. What if your PC goes down? Well, you can keep a few blank copies (printed from our library on your office printer) on hand if you wish.